

DD/M&S 74-0385

MEMORANDUM FOR: Director of Personnel
Director of Logistics
Director of Finance
Director of Communications

SUBJECT : Central Processing Branch

1. It is requested that each addressee designate an appropriate officer to sit on an ad hoc committee, chaired by the representative of the Director of Personnel, to study and make recommendations on two matters pertaining to the Agency's processing of TDY and PCS travellers.

2. The major task to be undertaken by the committee is to study the total operation of the Central Processing Branch and recommend whether any of its current responsibilities can be eliminated, probably by transferring those responsibilities to the operating components, and thereby bring about a reduction in the authorized strength of the Central Processing Branch. The second task is to see whether or not any of the travel processing functions conducted within the Office of Communications for its people can be transferred to the remaining responsibilities of the Central Processing Branch and, accordingly, bring about a reduction in administrative personnel in the Office of Communications.

3. It is requested that addressees immediately appoint their designee and the representative of the Director of Personnel convene the group at the earliest possible date. The report of the committee must be submitted to the DD/M&S by 22 February 1974.

ILLEGIB

John F. Blake
Associate Deputy Director
for
Management and Services

13 Feb 74

ADD/M&S:JFB/ms (1 Feb 74)

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Committee members as follows:
(Chairman)

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